

## INTERMEDIATE PLANNING CONFERENCE (IMPC) MINUTES

17 Feb 2011

**Date and Location.** The Northern Alliance 2011 Intermediate Planning Conference (IMPC) was held on 17 Feb 2011, at Hill Co LEC in Havre, MT. Attendees included representatives from:

- Lori Henderson-Northern MT Hospital [Via Go To Meeting](#)
- Haley Gustitis- Blaine Co. DES [Via Go To Meeting](#)
- Rebecca Rible- Sheridan Co. DES
- Curtis Petrik- Sheridan Co. DES
- Dan Sietsema- Roosevelt Co. DES
- Rick Seiler- Valley Co. DES [Via Go To Meeting](#)
- Don Brostrom-Hill County Sheriff
- Cindy Mullaney-Flathead County DES [Via Go To Meeting](#)

**Purpose.** The purpose of this IMPC was to update the exercise concept, including local design objectives, scenario elements, participants, and exercise methodology, and to discuss exercise support requirements for the upcoming Northern Alliance 2011. These minutes provide an overview of the conference including agreements made between representative exercise planners.

Overview of Activities:

The previous meetings (IPC) minutes were reviewed and approved

Reminder that this is a functional exercise whereby it is not necessary to move assets to conduct the exercise.

Flathead County will have a full-scale exercise in April; this will serve as Division D's exercise as scenarios to test communications will be written into the exercise. It could/would be helpful to come and observe or participate as an observer.

Remember your Division's exercise can be done prior to the June 17<sup>th</sup> deadline, it might be better for you to get them completed earlier if possible.

Please note that there was a Divisional change- see slide

When planning the goal is for people to communicate, thus see who can and who can't effectively

The HSEEP website is loaded and ready for you to input you're MSELs

## Intermediate Planning Conference (IMPC) Minutes

---

Please note on the objectives slide Bill and Marty have reworked it in order for it to dovetail actual capabilities.

Slide 6 shows the exercise timelines:

Again, Div. D will have theirs 16 April. Please let Cindy know who is coming to work and get with her about any information/meetings to participate.

Remember to let Marty and or Bill know if you need any training done prior to the exercise. This needs to be done ASAP

Slide 7: Please note that the timelines can be adjusted to meet the needs of your Div. and jurisdictions.

Slide 8: Please note Division change. It is important to note that the jurisdictions are as follows: Local, Tribal, State, and Federal.

When you are having your meetings within **your** Divisions you need to have your objectives ready.

Your objectives should interface with conventional systems that operate within your jurisdiction. The HESEP website is very easy to use when establishing your own objectives.

Back to training: Marty can give the toolkit training, but will need a five day window. People who need the training are the DES coordinator and anyone else who could be entering the information. For the toolkit training the attendees will need their own laptop and access to the training site prior to the training.

We are currently determining if Ian can manage the external coordination of each Division's PIO.

May 12 is the final planning conference.

31 March is the MPC: Divisions will have to have Scenarios, Objectives and MSELs. Please note that this is NOT a race to see how many MSELs you can go through. Remember this is a learning experience too; we can call a timeout if things are not working the way we need for them.

Learning as well as accomplishing the exercise goal should be the focus.

Everything must be finalized by April.

Slide 10: each Div. has their own Obj. and MSEL's

Each Division needs to look closely at planning their exercise scenario around five to six major events that drive the exercise. These five to six events can all have sub events that require action by the EOC that are connected to the division's objectives.

**Intermediate Planning Conference (IMPC) Minutes**

---

The Meeting was adjourned at 11:15 AM.

**Next Steps**

- The MPC Planning Conference MPC will be held at the HSCO Court room annex at 09:00 on 31 March 2011.

**Points of Contact (POCs)****Exercise Manager:**

Bill Fleiner

**Lead Exercise Planner:**

Marty Angeli

Interoperability Montana

406-202-0820

**Travel Vouchers:**

Send- IM claim form with hotel receipt in a PDF file to Bill and then mail copy of original to Bill at the following address: 515 Broadway, Townsend, MT 59644